



Colorado State Office, 655 Parfet Street, Room E100, Lakewood, CO 80215 • (Voice) 720.544.2912 • (Fax) 720.544.2972

www.rurdev.usda.gov/co/index.html

Committed to the future of rural communities

Rural Development is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington, D. C. 20250-9410

SUBJECT: **ARCHITECTURAL TECHNICAL GUIDE 0025 (March 9, 2006)**
Request Process for Applicants Desiring to Utilize Alternate Construction Methods:
Requirements for New and Existing CFP Construction Projects

PURPOSE:

The purpose of this Architectural Technical Guide (ATG) is to provide a general overview of request and documentation process Rural Development requires to authorize construction by any method other than the traditional “design, bid, build” contract method.

RESPONSIBILITIES:

If an applicant is going to request consideration to complete construction by ANY method other than the traditional contract method, they shall be required to do so in writing at the time that the Preliminary Architectural Report is submitted for consideration. Requests submitted later will not be considered.

SUBMITTAL REQUIREMENTS:

The written request shall originate from the borrower and shall address all of the following, providing documentation where necessary:

1. Provide a description of the alternate delivery method(s) to be utilized and a non-technical statement summarizing all work to be accomplished using said alternate delivery method(s).
2. Provide a description of the sequence of design and construction. Provide a proposed timeline or schedule illustrating this design and construction sequence.
3. Show the estimated cost savings and any other perceived beneficial factors of the alternate delivery method(s) as compared to the traditional “design, bid, build” process.
4. Explain what quality control measures the owner will employ to oversee the project.
5. Provide a legal opinion from an attorney which addresses the borrower’s legal right to utilize such alternate delivery method(s) and the borrower’s compliance with Federal, State, and local requirements and regulations.

6. Provide a statement from the borrower certifying their intent to comply with all Federal, State, and local requirements and regulations.
7. Provide evidence of the borrower's ability to successfully complete and account for the proposed construction project. Supporting documentation should include a description of the following:
 - A. Ability to complete all work in the proposed timeframe, including:
 - i. Staffing availability, including current staff and any additional hiring necessary. (For current staff, provide details of their position, training, and experience.)
NOTE: If in-kind labor is being donated as a match for a grant, show the various job classifications and wage rate for each classification. Describe how the hourly rate is determined – including whether or not is based on experience, qualifications, and/or job classification. Show the estimated cost savings and any other beneficial factors versus hiring skilled workers.
 - ii. Person(s) who will be responsible for supervising the construction project. (Please include a description of their training and experience.)
 - iii. Listing of borrower owned equipment which will be utilized during the construction project and a listing of equipment which will need to be rented or leased.
 - iv. Person(s) who will be responsible for accounting of the construction project. (Please include a description of their experience and an assessment of time available to allot to the construction project.)
 - v. A description of other concurrent projects (including regular or deferred maintenance) which could coincide with and potentially affect this project.
 - B. Past performance of similar work, including a description of the scope of work completed and a comparison of the final project cost versus the original estimate for the project. (Justification for any cost overruns on each project must be provided.) Please be aware that the quality of past projects will be reviewed.
8. Provide a statement of qualifications for professional architect services obtained for planning, design, and construction inspections of the project. (Please be aware that professional architect services MUST be obtained.) Describe what design or construction monitoring services will need to be modified to interface properly with the borrower's selected alternate delivery method(s).
9. Describe the procurement method(s) that will be used for leases, materials, and subcontracted services. Rural Development requires the borrower to utilize one of the four procurement methods outlined in RD Instruction 1942.18 or RUS Instruction 1780.67-.73. (Please contact a Rural Development B&CP Loan Specialist if you require assistance in locating these documents.)
10. Provide a listing of bonds and insurance that will be provided. List the companies and the proposed amount of coverage.

11. Provide details as to whether the borrower owns, invests in, or cooperates with a construction company.
12. If the applicant is an Indian Tribe, please provide evidence as to whether or not the tribal government has officially adopted the TERO ordinance. (Please attach a copy of the tribal government acceptance if applicable.)
13. If the applicant is an Indian Tribe, please provide details of the number of construction projects which have been let. Include details of the number of said projects which were under the TERO ordinance.
14. Provide a sample copy of the Owner-Architect agreement and the expected Owner-Contractor agreement.

Once a complete request is received by the Rural Development Community Programs Specialist, it shall be forwarded to the Rural Development State Office, attention to the State Architect along with the Specialist's review comments and recommendations. If the State Architect's review shows the borrower's request to be complete, feasible, and qualified, then it shall be forwarded to OGC and Rural Development National Office for concurrence.

Should you have any further questions on this subject, please contact the State Architect.



JOSHUA W. MILLER
State Architect
USDA/Rural Development